



State of New Jersey

PHILIP D. MURPHY
Governor

DIVISION OF ADMINISTRATION
DEPARTMENT OF LAW AND PUBLIC SAFETY
PO BOX 081
TRENTON, NJ 08625-0081

ANDREW J. BRUCK
Acting Attorney General

SHEILA Y. OLIVER
Lt. Governor

WILLIAM H. CRANFORD
Chief Administrative Officer

October 6, 2021
NOTICE OF JOB VACANCY
#21-348

An opportunity currently exists in the unclassified service with the Department of Law & Public Safety, Office of the Attorney General, for applicants who meet the requirements specified below:

TITLE: Assistant Attorney General
(Legislative Counsel to the Attorney General)

SALARY: \$106,194.89 to \$148,663.37

LOCATION: Office of the Attorney General
Office of Legislative Affairs
Richard J. Hughes Justice Complex
25 Market Street, 4th Floor
Trenton, NJ 08625

NUMBER OF POSITIONS AVAILABLE: One (1)

DUTIES: Under the supervision of the Director, Office of Legislative Affairs, Office of the Attorney General, Department of Law and Public Safety, advocates on behalf of the Attorney General on legislative matters affecting the mission or operations of the Department of Law and Public Safety, including: performing and synthesizing legal analysis of pending and contemplated legislation; tracking and monitoring legislation on behalf of the Department's component agencies; developing recommended departmental positions on pending bills, and communicating such information to the Governor's Office, the Legislature and stakeholders; researching and drafting departmental initiatives and proposed amendments to pending legislation; preparing and presenting testimony to the Legislature; coordinating on legislation and related matters with the Governor's Legislative Affairs Unit and the Office of Governor's Counsel and legislative liaisons from other State agencies; directing and responding to legislator and constituent inquiries referred by the Governor's Office, legislative staff and district offices; performing or assisting with other projects and tasks as needed.

REQUIREMENTS

EDUCATION: Graduation from an accredited law school with a Juris Doctor. Admission to practice as an Attorney-at-Law in the State of New Jersey is required.

EXPERIENCE: Four (4) years of professional legal experience as an attorney at law of the State of New Jersey in the area of the specialty or, three years of professional legal experience as an attorney for State or Federal administrative agencies which shall have involved a significant amount of the specialized legal work, or, two years of unique specialized legal experience.

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

If qualified, please send a cover letter indicating interest in job vacancy #21-348 and a current resume on or before the closing date of November 6, 2021 to:

Recruitment Coordinator
LPS.Humanresources@njoag.gov

-OR-

Division of Administration
P.O. Box 081
Trenton, NJ 08625-0081

The "New Jersey First Act," N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires new public employees to reside in the State of New Jersey within one (1) year of employment. The Department of Law and Public Safety is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.

